



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VIII	Special Interest Topics	
Chapter:	D	Interstate Services	11-10-1997
Subchapter:	3	Appendices	
Issuance:	500	<b>Request for Home Evaluation Cover Memo</b>	

### Request for Home Evaluation Cover Memo 11-10-97

The purpose of the cover letter is to formally request an out-of-state home evaluation and transmit information about the child and placement resource that is not contained in the accompanying ICPC-100A or Child's Social Summary ([CP&P-VIII-D-3-200](#)).

The Worker prepares the cover letter when requesting an out-of-state home evaluation. The Worker's Supervisor reviews the cover memo and attachments and forwards them to the ISU after approval by signing the cover memo.

Enter the date and the child's name and NJS case identification number. Enter the Supervisor's name, the office name, and the cost center number.

Describe the financial plan for the child by entering the appropriate option from those listed below:

- that CP&P will pay foster care rates;
- that the parent with whom the child is to be placed has agreed to meet the child's financial needs;
- that the child's parent (or relative) plans to apply for Public Assistance for the child in the receiving state; or
- other (specify).

Describe the medical plan for the child by entering the appropriate option from those listed below:

- that the child is Title IV-E eligible;
- that medical coverage will be provided by the person with whom the child will live, including Public Assistance Medicaid;
- that CP&P funds will be provided to cover medical costs; or

- other (specify)

Enter a check next to the boxes that describe the documents that are enclosed in this referral packet.

Enter the name and telephone number of the Worker.

Distribution:

Original and two copies - ISU

Copy - Child's case record